



Interim Manager's Report
Troy Bell
October 16, 2023 Council Meeting

Construction Projects Highlights (see DPW Report)

Island Hwy-

The contractor is currently working in the area of Island Hwy. and the Pike. They will continue with the drain project, and it is anticipated that the road work may still start in October, although I'm not so sure they can meet that schedule.

Hall/Washington/McClure-

The contractor is continuing to work on the punch list and complete signs. It is anticipated that the road will be open later in the week of the 16th. Charlotte Police Department will be notified of the official opening to provide speed enforcement. There have been several speeders through the active construction area all summer, so we have an expectation that it's only going to be worse once the barricades are removed.

Safe Routes to School Project

The contractor continues to make progress on the W. Henry and Pearl St. areas. They will be moving over to the Pleasant/ Third/ St. Mary's area next. From there, it's State, Merritt, and E. Seminary. Once the mainline is complete, the contractor has a lot of punch list work to complete.

Lead Service Line Replacements

The City of Charlotte Department of Public Works (DPW) is verifying the material of water service lines throughout the City as a requirement of the 2018 Michigan Lead and Copper Rule. EGLE is requiring a complete inventory of the water service lines by January 1, 2025. The inventory must include material verification at 3 locations along the service line, including inside the home where the water service comes into the house. The City received a Grant from EGLE to help with the material verification.

You may contact DPW at 517-543-8858 to set up an appointment for the material identification. The inspections require DPW staff to enter your home for a brief period to identify water service material where your water service enters your home. All personnel associated with the verification will have identification verifying they are a DPW employee.

In place of an in-home inspection, a survey is available to residents to complete which includes taking a picture of the water service line at the in-home water meter. Contact DPW for more information on completing the survey at 517-543-8858 or email edean@charlottemi.org.

As time allows, the DPW staff has been potholing services. Additionally, both divisions are working on obtaining service material inside of houses.

Master Plan Highlights

Check out the dedicated website at planningcharlotte.org for more information on the process and ways to be part of this important planning process. Be sure to sign up for email alerts to stay up to date on project progress and ways to provide input. There will be an Open House on 09-26 at Beach Market from 3 pm to 7 pm for community members to give their input.

I have requested that the Master Plan Update process include, at minimum, a reflection on the work accumulated within the Vision 2025 plan as well as an alignment with the mission, vision, and values of the City of Charlotte.

City Manager's Office - Manager Projects and Points of Inquiry

The following is list of items in areas that are points of inquiry that may, as time permits, offer opportunities for development as projects, revised practices, and/or program solutions for the purpose of increasing efficiency, effectiveness, and improved customer services.

Overall Facility, System and Staffing Assessment

- Revision of Organizational Chart
- Muffin with the Manager and other Weekly Intro Activities
- Sparrow EMS proposal and recommendation
- BS&A Software enhancements and cloud solution CBA (Cost Benefit Analysis)
- **Concerns on late water billing and timely receipt of funds (assessing and water)**
- Security Door Access – developing employee ID's, double as access cards
- Collecting daily customer service numbers and coverage hours
- **Street Lights – install cost, maintenance, outages reporting, compensation process**
- Developing or Revising Emergency Communication plan
- VFD language review 2-81 with City Attorney
- Cannabis/liquor stores ordinance review and cannabis application process
- **Fire Inspector Position – cost, benefits, permitting fee cost recovery**
- Whiteboard installation in CM office and PC/laptop in CM Office
- Economic development options - downtown (placemaking) and TIF review/revision
- **CBA for Lincoln Rd change from Major to Local**
- Solar facility plan and Community Solar Farm
- Social district and potential pro/con ramifications
- Investigation of Rave Alerts and Mobile communication app integration
- Internal services fund concept – IT, Armory, Facilities, etc.
- **Complaints and message tracking process review**
 - **Update phone system and status**, Texting option (see website), Work order system
- Website revision and Citizens Academy concept
- **Street PASER Ratings request** and 20-year road plan (CIP)
- Reserve Fund and CIP development
- Cross training for leave coverage
- **Lead service line replacement - current contractor analysis**
- Bathroom locks and camera coverage
- Part-time and Reserve Police coverage and advertisement
- Mandatory short week cost for Police
- DPW Facility renovation\Park Graffiti painting volunteers
- Realtime Water Meters and Billing
- IT Contract Breakdown – connectivity, desktop support, technology support,
 - hardware acquisition, managed service and security, data base management

***Similar to Council Information Request**

Volunteer Opportunities

The City has open opportunities for citizens to participate in their local government. We are seeking volunteers to serve on the Airport Advisory Board, Downtown Development Authority, and the Board of Review. Interested persons can fill out an application to serve here:

<https://www.charlottemi.org/councilboards/boards-commissions/board-and-commission-application/>

Reminder: Email Utility Billing Feature Available

Interested persons can now sign up for emailed billing of their quarterly utility bill. Please complete the form on the backside of your utility bill and return it to City Hall, in-person or drop-box, or you can sign up online at www.charlottemi.org/email-utility-bill-form/. Any person with questions or who needs to update their utility billing account, please contact UB Clerk by phone at 517-543-8841 or email mdensmore@charlottemi.org.

General information about utility billing can be found on the city's website here:

<http://www.charlottemi.org/serviceadministration/finance/utility-information/> and you can check your utility billing information anytime online here: www.bsaonline.com

RAVE Alerts

The City participates in RAVE Alerts which provides alert notifications to participants via voice, email, text, and posts to social media. We have expanded the service options to include targeted text and email messaging for quarterly utility billing. We will send out a notice to registered users when we send out the bills for their cycle area. This alert will notify them the bill has been mailed and provide other billing related information. If you're already registered for alerts, make sure your address information is up-to-date. There are several ways to register: Text CHARLOTTE to 67283; Download the Smart911 app; or Register for a free and secure safety profile online at Smart911.com.

Assistance Programs

For persons who may be facing financial difficulties with utilities, mortgage/rent, or other hardships, there are a number of assistance programs available. More information can be found on the city's website: <https://www.charlottemi.org/assistance-programs-available/>

Persons who are struggling can also dial 9-8-8 for crises and mental health support counseling services.



To: Honorable Mayor Armitage; City Council
From: Mary LaRocque, City Clerk
Date: October 13, 2023
Re: Clerk Department updates

1. City of Charlotte General Election November 7, 2023 Updates

- Polls open at 7am - Polls close at 8pm
- As of October 12, 2023 we issued 2,201 applications for absentee ballots; we received 1,046 applications back; we issued 1,043 absentee ballots; 290 have been returned.
- Polling location changes – notices have been mailed to every active registered voter:
 - Precinct 1 (combined 1001 and 1002) – City Hall 111 E. Lawrence Ave. – Community Room - lower level
 - Precinct 2 (combined 2001 and 2002) – City Hall 111 E. Lawrence Ave. – Council Chambers - Upper level
- To register to vote visit: <https://mvic.sos.state.mi.us/registervoter>
 - From October 24 through November 7, you must register in-person with the City Clerk ***only if you are not already registered, and you intend to vote in this Nov 07th election***
- Charlotte City Council Candidates appearing on the ballot listing can be found here: <https://www.eatoncounty.org/DocumentCenter/View/6419/November-7-2023-Candidate-Listing>
- Applications for Absentee Voter forms were mailed at the beginning of the month. New changes from proposal 2022-2 are; 1. the option to check a box and have a **voting ballot** mailed to you for any future elections, without having to complete an application each time and, 2. A return envelope with prepaid postage is included. To apply for an absentee ballot visit: <https://mvic.sos.state.mi.us/AVApplication/Index>
- Voters who are in the military or will be overseas during the November 7, 2023 election must apply for a MOVE ballot at <https://www.fvap.gov/michigan>. Changes with the proposal 2022-2 now allow for MOVE ballots to be counted *if the ballot return envelope was postmarked on or before Election Day and received within six days following the election.*
- Reminder to interested qualified write-in candidates; the **deadline is October 27 at 4:00 p.m.** to submit a Write-In Candidate Declaration of Intent form with the City Clerk for any City Council

seat at the November 7, 2023 City election. *The form is a required filing for any write-in votes cast in your name to be valid and countable.* Visit the City Clerk's office for a form.

- The Public Accuracy Test will be scheduled for November 1, 2023 at 2:30 p.m. in the Clerk's office
- The Election Commission approved the Election Inspector roster for the Nov 07 election at their meeting held October 11th
- Grand Ledge has decided to enter the County Early Voting agreement so expenses will be divided between 18 jurisdictions rather than 17 as earlier reported

2. A Thank You luncheon for the City's Election Inspectors was held at Camp Frances. Many attendees had not been to the cabin since their youth and noted the many updates and improvements.

3. I attended the MERS (Municipal Employees Retirement System) Annual conference at the Renaissance center in downtown Detroit from September 27th through the 29th.

4. Employment opportunities – The City is currently accepting applications for the following positions. To submit an application or for more information go to <https://charlottemi.gov/human-resources/current-job-openings/>

Department	Position	Type	# of available positions
Police	Police Officer	Full Time	3
DPW Garage	Laborer	Full Time	1



TO: City Council

FROM: Bryan Myrkle, Community Development Director

SUBJECT: Community Development Update

DATE: September 29, 2023

Activity highlights for the month of September

- Continued working with Rental Inspector Pat Kauszewski on the project to contact owners of vacant and abandoned structures in the City, in an effort to resolve property issues and develop plans for each of these sites.
- Facilitated planning meeting with city staff and City Attorney Revore in preparation for upcoming commercial cannabis program here in Charlotte. This will take a lot of community development time over the next few weeks and months as the program is implemented.
- Assisted several Realtors working to identify appropriate and available sites for possible commercial retail developments in the community. Assisted Realtor with issues related to the sale of a local commercial property, and met with the potential owner/operators of a possible new retail/service business interested in a downtown location.
- Assisted Courthouse Square Association with the development of a comprehensive sign plan to be reviewed and potentially approved by the Planning Commission.
- Represented Charlotte, along with airport manager Todd Cotter, at the City's annual meeting with the MDOT Office of Aeronautics. This meeting covers all aspects of airport operation as it relates to MDOT regulation; and also includes the agency's approval of the annual update to the 5-year airport capital improvement and funding plan. Time is spent preparing items in advance of this meeting, and also spent following-up on items identified at the meeting as needing additional attention.



- Worked with City Attorney Hitch to facilitate the successful closing on the recently purchased avigation easements. Also worked to complete the required consultant reselection process necessary before Prein & Newhof can begin its work on the tree removal project.
- Worked with AT&T to resolve issues with a severed data line that services the airport, including the 'pay at the pump' fuel delivery system, and also the automatic weather station. Failure of this data line is a significant safety issue, because pilots rely on the real-time weather data to make decisions regarding landing and tack-off safety. As well, without fuel availability, a pilot could land at the airport low on fuel and be stranded if they cannot purchase fuel.
- Worked with solar array developers on potentially appropriate sites for community solar field development, including one privately owned site in the City, as well as encouraging them to evaluate the airport as a possible site to locate a solar array. This could be a significant revenue source for the airport if it could be developed.
- Worked to ensure the successful completion of the airport roof project.
- Received the wetlands delineation for the Combs Park property the City hopes to sell to Anderson Construction. Transmitted same to Anderson and am working to get a meeting set up with EGLE to discuss the report.
- Met with owners of two significant potential development/redevelopment sites in Charlotte, advising them on issues related to zoning and use, marketing, available development incentives and similar.
- Met with owners of Butternut Creek Manufactured Home Community to help facilitate the ongoing development of that site, including a potential second phase of the project.
- Working with Department of Public Works to resolve issues with waste removal from city dumpsters and receptacles, including those downtown and at the parks. This may require re-bidding this service and finding a new waste hauler.
- Working with the new owner and developer of the Old School Village apartments building (former Charlotte Junior High School), to ensure they are able to secure the necessary



permits to continue their work, and to ensure the safety and security of the structure in the meantime.

- Promoted and hosted an open house at Beach Market intended to gather public opinion as it relates to the ongoing Master Plan and Zoning Code update process.
- Worked with Fire Department on the creation of a safety plan for large community events and festivals.
- Please note: While this update includes a lot of information, the items highlighted herein do not include the day-to-day activities of the department, on which most of our time is spent.

DEPARTMENT OF PUBLIC WORKS

PROJECT STATUS REPORT

October 13, 2023

PROJECTS IN PROGRESS

Staffing

We recently had a valuable, long-term garage employee leave to make more money elsewhere. We are taking applications, but it's going to be difficult to replace that institutional knowledge. We have also had a request from the SEIU General Public Works Division that their hours be changed to start thirty minutes earlier. We have spoken with the labor attorney to cover the legal aspects of the notice and change, and it is anticipated that the change will occur 10 business days after posting next week.

Water Reliability Study

The final report has been approved by the State.

DWAM Grant

Potholing for lead service lines through the grant's contractor is complete. The DPW is continuing to complete potholing, some of which will be reimbursed by the grant. There are still GIS updates that need to be made, but we are working with the specialists on that.

Lead Service Line Identification

When time allows, the DPW staff has been potholing services. Additionally, both divisions are working on obtaining service material inside of houses.

Wellhead Protection Grant

A grant request has been submitted to update our wellhead protection brochures. We still don't know if we have been awarded a grant despite the State's fiscal year beginning in October. While we currently don't have a grant, the wellhead protection team continues to meet quarterly.

Sanitary Survey for the Water System

We have submitted answers to the inane questions and comments from EGLE. We will continue to wait to see if there is another response.

Wastewater Plant Inspection

We had our inspection from EGLE, and they only had a couple of minor comments. We are working to get them a proper response by the end of the month.

Hall Washington McClure Street Reconstruction

The contractor is continuing to work on the punch list and complete signs. It is anticipated that the road will be open later in the week of the 16th. Charlotte Police Department will be notified of the official opening to provide speed enforcement. There have been several speeders through the active construction area all summer, so we have an expectation that it's only going to be worse once the barricades are removed.

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BL-69 Bridge Replacement-MDOT

We continue to work with MDOT on this project. In your packet is the contract with MDOT for work related to relocating our wastewater outfall that is in the project area. The project is scheduled to be let this fall, with construction starting next June. Please note that this will be a complete road closure.

Exempt Railroad Crossings

Based on the railroad's response to the DSTR on Lovett St., we have submitted paperwork to make exempt three other crossings owned by Charlotte Southern on our City roads. WE are still waiting to hear back from MDOT. MDOT will be responsible for submitting DSTRs for crossings on their trunklines.

Island Highway Drain/ Road Project

The contractor is currently working in the area of Island Hwy. and the Pike. They will continue with the drain project, and it is anticipated that the road work may still start in October, although I'm not so sure they can meet that schedule.

Five Year Park Plan Update

The survey for the plan is complete. The Park Board has reviewed the goals and objectives. Anticipated completion date is January, 2024.

Park Advisory Board

We had our October meeting. I continue to prepare minutes and agendas for this Board. Our next regularly scheduled meeting is in January, however, if a special meeting is required for the Five Year Plan, it will be scheduled and posted.

Site Plan Reviews

Reviews are being performed on an ongoing basis.

Permitting

We continue to review and issue permits for work in the right-of-way. Water and sewer permits continue. Driveway and dumpster permits continue as well.

Year End Reports

We continue to provide information for the auditors. Several year end reports for the State are also in progress including, but not limited to Compost, Act 51, and TAMC.

Fall Hydrant Flushing

Fall hydrant flushing is complete. With the new method that was developed a year ago, we have eliminated the complaint calls about dirty water. I'm very pleased with our staff that works through the night on this as it never happens on a warm, dry night.

Leaf Pickup

The schedule for fall leaf pickup has been published. The last day for Saturday drop off at the garage is November 4th. Regular drop off hours will continue Monday-Friday 8 am to 4 pm.

Finance - Treasurer's Office - October, 2023

1. Our new auditors, Maner Costerisan, finished their fieldwork here at City Hall on September 29th. We look forward to reviewing the City's Draft Financials very soon. Presentation of the audit to Council is scheduled for December 2023.
2. There is no monthly revenue and expenditure report for this Council Meeting. There will be a 1st Quarter revenue and expenditure report included in the next Council Meeting's packet (July – September).